

2011 Section 3 Projects Timeline

Task	Date due
Section 3 Program Certification (developer)	When proposal is submitted to DHCD
Section 3 Opportunities Plan (developer)	Due before closing
Notice to Implement	Thirty (30) days prior to starting your plan, according to date you select in your plan to start
Section 3 Clause	Include in all contracts
Notice of Commitment	Post on worksite on the date selected to start your plan
Bid Notifications	Due to DHCD two weeks (10 business days) prior to closing
Subcontractor Section 3 Opportunities Plans & Program Certification (only for subcontracts over \$100,000)	Due within fourteen (14) days after award of subcontract
Quarterly Reports	Due according to report schedule (fiscal year) along with list of all subcontracts over \$100,000, and copies of resident worksheets.
Final Report	Due at close of contract within 10 days of completion

Reporting Schedule

1 st Quarter	October 1, 2010 - December 31, 2010	January 15, 2011
2 nd Quarter	January 1, 2011- March 31, 2011	April 15, 2011
3 rd Quarter	April 1, 2011- June 30, 2011	July 15, 2011
4 th Quarter	July 1, 2011-September 30, 2011	October 15, 2011